



Iowa Department of Public Health
Promoting and Protecting the Health of Iowans

Gerd W. Clabaugh, MPA
Interim Director

Terry E. Branstad
Governor

Kim Reynolds
Lt. Governor

Dear Superintendent,

As referenced in previous messages, registration for the 2014 Iowa Youth Survey (IYS) is set to begin. Again this year, we will register online. The registration site includes necessary information, including the “Agreement to Participate” and “AEA Data Release” forms. These forms must be signed electronically but can be saved or printed directly from the system. **Registration is due by April 30, 2014.**

Please use the following link to register:

[IYS Registration Tool](#)

To register, *you must first obtain a new temporary password*. To do so, follow the link found above, select the school type (public or private), the county, and then select the school or district from the drop down list. Click on the Reset Password link and then click the Reset Password button. The new password will be sent to the Superintendent or Administrator via e-mail. It is recommended that you change your password after you successfully login. If your district does not appear in the list, or you have any problems with the site, please use the “Help” button in the top right-hand corner, or contact Amy Mason at amy-mason@uiowa.edu.

Registration continues using the same process: following the link found above, select the school type (public or private), the county, and then select the school or district from the drop down list. Enter your password and verify that the displayed information is correct. If there are any errors or blanks that can be filled, edit accordingly. Next are two informational questions that help us understand how reports are used; select the response that best fits. If you are interested in a shared report with another district or system, click “add row” in the lower right corner and enter the partner district/system information. Finally, check the “agree to participate” and “AEA access” boxes as appropriate (leave both blank if choosing to not participate in the 2014 IYS) and then click “Save and Continue.” If you did not check both boxes, a message box will appear stating a box was not checked.

Once you have entered your information and clicked “Save and Continue”, *review each form* using the “Review IYS Registration” and “Review AEA Permission Form” tabs. Once you click on one of those tabs, the “Finalize Current Form” tab becomes operational. Type in your name in the pink Signature field and then *you MUST click the “Finalize Current Form” for the complete record to save*. Once finalized, you may save or print the form.

Please complete the “Agreement to Participate” form whether your district intends to participate or not.

If the form is not completed, you will receive follow-up messages – you can opt out of receiving follow-up messages by completing the registration process. Questions about the IYS Registration System should be directed to Amy Mason at amy-mason@uiowa.edu. Questions about the IYS in general should be directed to Pat McGovern at pat.mcGovern@idph.iowa.gov.

Thank you.

Patrick McGovern

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